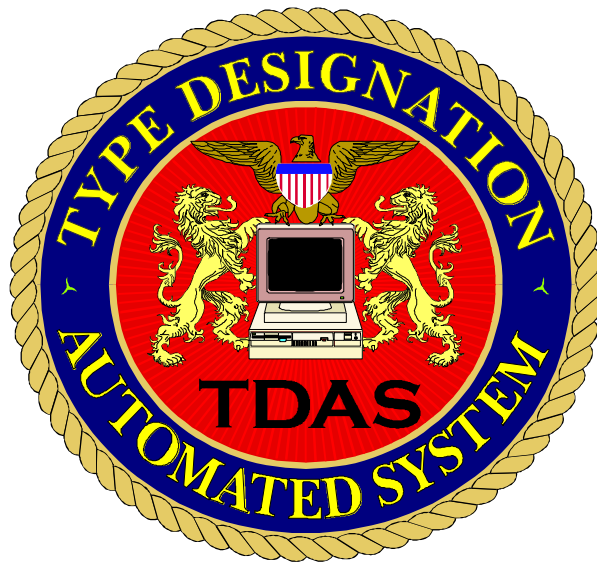


**TYPE DESIGNATION  
AUTOMATED SYSTEM  
READ-ONLY USER'S GUIDE  
VERSION 3.0**



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## 1.0 INTRODUCTION

The Type Designation Automated System (TDAS) facilitates the assignment and support of type designations in accordance with Military Standard (MIL-STD) 196. TDAS automates the submittal and support of DD Form 61s, the retrieval of type-designation data previously stored in the database within TDAS, and the assignment of nomenclature. All data submitted via TDAS is stored within the system's database. At the black box level with the help of TDAS, every National Stock Number (NSN) can be tied to the Federal Logistics Information System (FLIS) database and type designations. All data submitted via TDAS is stored in the TDAS database.

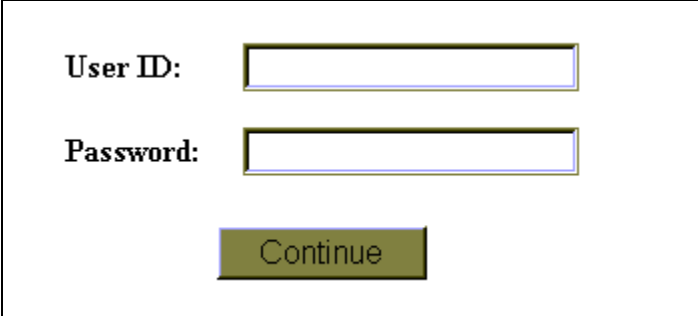
TDAS is designed to support both local users within the military and external users such as Manufacturing Contractors. The TDAS architecture is made up of a Web Server, a Relational Database Management System (RDBMS), and DD Form 61 data, all of which are accessible via the Internet. Furthermore, TDAS also provides key information to the Defense Logistics Information System's (DLIS's) Information Hub via queries originating from the DLIS Information Hub to TDAS.

TDAS offers four levels of read-and-write access and action, and two levels of read-only access. Department Control Points (DCPs) for each site using TDAS are responsible for the assignment and control of user IDs, passwords, and so on.

Read-and-write access to TDAS is available to Department of Defense Control Points (DoDCPs), DCPs, Submitter Review Points (SRPs), and Manufacturing Contractors. Two types of read-only access are available to other users: *Read-Only (Limited)* and *Read-Only (All)*. Users will have available only those commands appropriate to their respective levels of access.

## 2.0 INITIAL LOGIN SCREEN

The initial login screen (See Figure 2.0-1) prompts the user for user ID and password.

The image shows a login screen with a white background and a black border. It contains two text labels, "User ID:" and "Password:", each followed by a rectangular input field. Below these fields is a green rectangular button with the word "Continue" in white text.

**Figure 2.0-1 Initial Login Screen**

If the user gets an error message when trying to log into TDAS, it may be because an invalid user ID and/or password was entered. The passwords will only be valid for ninety (90) days. The user may also get an error message if a reliable Internet connection to the TDAS server cannot be established. Check the user ID and password and try again. If it is known that the user ID and password are correct, try to connect to the TDAS server at another time.

The user may not be able to connect to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between the user's computer and the TDAS server. To report problems, fill out a Software Trouble Report (STR)/Software Change Report (SCR) found on the Main TDAS Web Page.

### 3.0 READ-ONLY COMMANDS – MAIN MENU

There are two types of read-only access: *Read-Only (All)* and *Read-Only (Limited)*. The Read-Only (All) users have viewing privileges for all data contained in the TDAS database. The Read-Only (Limited) has viewing privileges for only the completed data.

Primary procedures that will be performed by a TDAS user at a read-only level of access are listed and described below. See Figure 3.0-1 for the Read-Only Main Menu.

<i>FILE</i>	<i>ACTIONS</i>	<i>REPORTS</i>	<i>HELP</i>
<a href="#">1. Change Password</a> <a href="#">2. Quit JETDAS</a>	<a href="#">1. View Form</a>	<a href="#">1. View All Submittals</a> <a href="#">2. Query Complement Data</a> <a href="#">3. Duplicate Design Activity Part Numbers</a> <a href="#">4. Duplicate Manufacturer Part Numbers</a> <a href="#">5. Duplicate Contractor Part Numbers</a>	<a href="#">1. About JETDAS</a> <a href="#">2. JETDAS Help</a> <a href="#">3. MIL-STD-196E</a> <a href="#">4. DID/DI-CMAN-81254A</a>

**Figure 3.0-1 Read-Only Main Menu**

The *FILE* menu contains two commands, which are Change Password and Quit JETDAS.

Use the Change Password command to change the user's password. In the Current Password field, type the existing password. In the New Password field, type the new password. In the Confirm New Password field, type the new password a second time.

Change    TDAS Password

Current Password:

New Password:

Confirm New Password:

Change Password

**Figure 3.0-2 Change Password Screen**

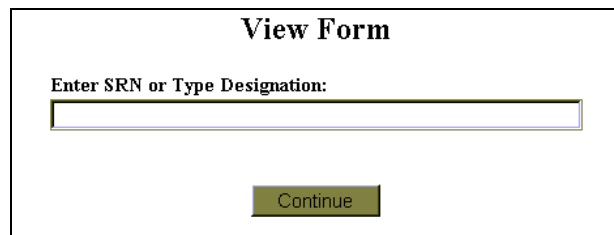
Use the Quit JETDAS command to exit the TDAS Web Client. By selecting Quit JETDAS, the user will be taken back to the initial login screen.

Below are some scenarios that read-only users will encounter, along with the steps to take to complete the specific tasks.

1. To view a form:
  - a. Click on the View Form command found in the *ACTIONS* menubar.  
(See Figure 3.0-1.)
  - b. Enter the Source Request Number (SRN) or the type designation of the form to be viewed.
2. To view a group of submittals:
  - a. Click on the View All Submittals command found in the *REPORTS* menubar.  
(See Figure 3.0-1.)
  - b. Enter the query information that will help to narrow down the search results.
  - c. Click the Query button at the bottom of the form.
3. To view duplicate part numbers reports:
  - a. Determine which type of reports are to be viewed and click on that command found in the *REPORTS* menubar (i.e., DUPLICATE DESIGN ACTIVITY PART NUMBERS, DUPLICATE MANUFACTURER PARTS, DUPLICATE CONTRACTOR PARTS). (See Figure 3.0-1.)

### 3.1 View Form

The View Form command that is found in the *ACTIONS* menubar enables the user to view DD Form 61s. When a user clicks on this command, a dialog box will appear, as shown in Figure 3.1-1, prompting the user to enter the SRN or the type designation of the form to be viewed. Read-Only (Limited) users can view only completed approved forms. Read-Only (All) users can view all data contained in the TDAS database.



The image shows a screenshot of a software dialog box titled "View Form". Inside the dialog box, there is a label "Enter SRN or Type Designation:" followed by a single-line text input field. Below the input field, centered, is a button labeled "Continue".

**Figure 3.1-1 View Form Dialog Box**

## 4.0 REPORTS

TDAS gives each user the ability to view reports appropriate to their respective levels of access. Read-Only (Limited) users can view only completed approved forms. Read-Only (All) users can view all data contained in the TDAS database. Manufacturing Contractors can view all submittals, pending submittals, approved submittals, and returned submittals that originated with them. SRP and DCP can view all submittals, pending submittals, approved submittals, returned submittals, duplicate design activity parts, duplicate manufacturer parts, and duplicate contractor parts. DoDCP can view all submittals, pending submittals, approved submittals, completed non-Army DD 61s, completed Army DD 61s, statistics overall, statistics by technician, statistics by proponent, statistics by proponent and action, duplicate design activity parts, duplicate manufacturer parts, and duplicate contractor parts.

### 4.1 Report Querying

A query constraint is nothing more than a way of limiting the records that the query will return. Querying a database without constraining the query is like asking for every book in a library. The more constraints placed on a query, the more precise the results will be. Follow these query constraint guidelines for report querying:

- Any field that is left blank on the query form will act as a wildcard in the query. A “wildcard” element in a query simply means that any document or record containing ANY information (or no information at all) in that particular field will be returned as a result of the query.
- Query form fields that contain information that was entered by the user will be logically “AND”ed in the query. If two elements in a query are logically “AND”ed, any returned result (e.g., a document or record) will contain both of the elements. For example, if a query is constructed in which the elements “blue” and “red” are “AND”ed, any returned result will contain BOTH the word “blue” and the word “red.”

Any document or record containing only the word “blue,” or only the word “red” would not be returned as a result of the “blue” AND “red” query.

When executing a query in TDAS, the software assumes that the user wants all of the query terms they have specified to be logically “AND”ed. TDAS logically “AND”s all query terms.

- If a starting date is specified, but not an ending date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or BEFORE the ending date.



If both a starting date and an ending date are specified, then the resulting set of submittals to be viewed will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

For example, to see a list of DD Form 61s that had been submitted in the last quarter of 1996, use a start date of 10/01/1996 and an end date of 12/31/1996. By using these constraints, the user would be certain to receive all of the DD Form 61s submitted during the last quarter of 1996.

If only the first constraint was used, the user would receive all of the DD Form 61s submitted during the period of 10/01/1996 to the present. If 10/01/1986 was inadvertently entered as the first constraint instead of 10/01/1996, the user would receive all of the DD Form 61s submitted during the period of 10/01/1986 to the present.

The following are fields that may be completed when report querying. These fields are shown in the dialog boxes in Figures 4.2-1 and 4.3-1.

**Source Request Number (SRN):** Matches all records where the SRN starts with the value entered in the query form.

**Thru or Via (Agency):** Matches all submittals where the “thru/via” agency field contains the value entered in the query form.

**Item Name:** Matches all records where the item name contains the value entered in the query form.

**Type Designation:** Matches all records where the type designation contains the value entered in the query form.

**Design Activity Part Number:** Matches all records where the design part number contains the value entered in the query form.

**Manufacturer’s Part Number:** Matches all records where the manufacturer’s part number contains the value entered in the query form.

**Contractor’s Part Number:** Matches all records where the contractor’s part number contains the value entered in the query form.

**Contract or Order Number:** Matches all records where the contract or order number contains the value entered in the query form.

**Government Drawing Number:** Matches all records where the Government drawing number contains the value entered in the query form.

<b>Government Specification Number:</b>	Matches all records where the Government specification number contains the value entered in the query form.
<b>Commercial and Government Entity (CAGE) Code:</b>	Matches all records where the design activity CAGE code exactly matches the value entered in the query form.
<b>Federal Supply Class (FSC):</b>	Matches all records where the FSC exactly matches the value entered in the query form.
<b>National Item Identification Number (NIIN):</b>	Matches all records where the NIIN exactly matches the value entered in the query form.
<b>Status:</b>	Matches all records where the status matches the value on the query form.

#### **4.2 View All Submittals Screen for Read-Only (Limited) Users**

This command enables the user to view certain key portions of the information contained in the approved DD Form 61s. The terms of the query entered by the user will determine the nature and extent of the information returned by the query. A dialog box called a query form will open when this command is selected. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

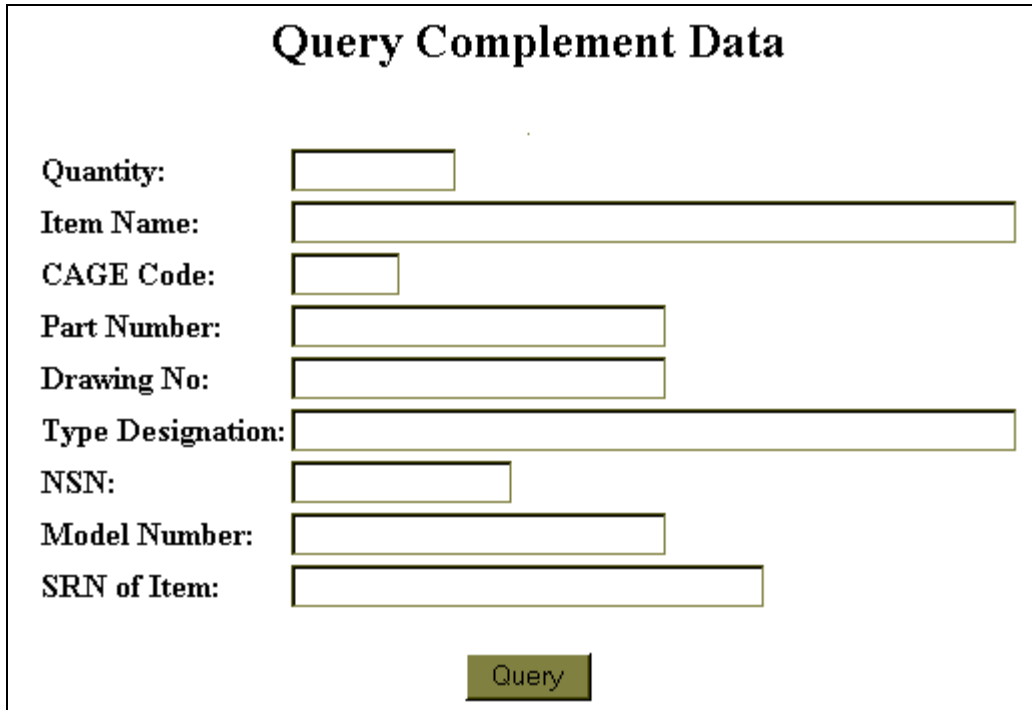
Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<i>Approved</i>

**Figure 4.2-1 View All Submittals Screen for Read-Only (Limited) Users**

### 4.3 Query Complement Data

This command enables the user to do a query on the complement data found on the DD Form 61s. When this command is selected from the *REPORTS* menubar, (shown in Figure 3.0-1) a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query. (See Figure 4.3-1.)

The NSN field should not contain any dashes.



The image shows a dialog box titled "Query Complement Data". It contains several input fields for user entry:


- Quantity: [text box]
- Item Name: [text box]
- CAGE Code: [text box]
- Part Number: [text box]
- Drawing No: [text box]
- Type Designation: [text box]
- NSN: [text box]
- Model Number: [text box]
- SRN of Item: [text box]

At the bottom center of the dialog box is a button labeled "Query".

**Figure 4.3-1 Query Complement Data Dialog Box**

### 4.4 View All Submittals Screen for Read-Only (All) Users

This command enables the user to view key information from ALL of the DD Form 61s whose approval is pending, approved, and/or returned. To view forms with a specific status, click the View All Submittals command. When this command is selected, a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<input type="text" value="(None)"/> 

**Figure 4.4-1 View All Submittals Screen for Read-Only (All) Users**

#### **4.5 Duplicate Design Activity Part Numbers**

This command enables the user to view key information from all of the DD Form 61s that have duplicate design activity part numbers. When this command is selected, a report will automatically be generated listing the duplicated design activity part numbers, along with the SRN and type designation for each item with duplicated design activity part numbers.

#### **4.6 Duplicate Manufacturer Part Numbers**

This command enables the user to view key information from all of the DD Form 61s that have duplicate manufacturer part numbers. When this command is selected, a report will automatically be generated listing the duplicated manufacturer part numbers, along with the SRN and type designation for each item with duplicated manufacturer part numbers.

#### **4.7 Duplicate Contractor Part Numbers**

This command enables the user to view key information from all of the DD Form 61s that have duplicate contractor part numbers. When this command is selected, a report will automatically

be generated listing the duplicated contractor part numbers, along with the SRN and type designation for each item with duplicated contractor part numbers.

## 5.0 SOURCE REQUEST NUMBERS

The SRN is a serial number in a specific format that is computer-generated and approved by the DCP. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or disapproved.

The format for the SRN has been modified to account for the year 2000. The new SRN format is as follows:

**aaa-bbbb-cccc-ddd-eee**

**Where:**

- ‘aaa’** = 2-6 alphanumeric characters (indicates activity, program office, field activity, and so on).
- ‘bbbb’** = 4-digit year.
- ‘cccc’** = Sequential package number for submitter in this year.
- ‘ddd’** = Sequential item number for this item within the package.
- ‘eee’** = Total number of items in this package.

**Example:**

- SRN = ‘DND-1997-0129-005-100’.
- DND = Activity code, program office code, field activity code, and so on. In this case, Department of National Defense (DND) refers to the equivalent of U.S. Department of Defense (DoD).
- 1997 = Year.
- 0129 = 129th package submitted by, in this case, the Canadian DND this year.
- 005 = Fifth item in this package.
- 100 = 100 items in this package.

## **APPENDIX A: FREQUENTLY ASKED QUESTIONS**



### **Why am I getting an error when I try to log into TDAS?**

The user may be getting an error because they have entered an invalid user ID and password. Moreover, the user may also get an error if a reliable Internet connection to the TDAS server cannot be established. Check the user ID and password and try again. If it is known, without a doubt, that the user ID and password are correct, then try to connect at another time.

### **Why am I getting a connection error, although I have already logged in?**

The user may not be able to connect to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between the computer and the TDAS server.

### **Why am I getting a TDAS error?**

The user may receive this message if a reliable Internet connection cannot be established between the computer and the TDAS server. If, however, it is known, without a doubt, that it is not the Internet, then the user should document exactly what they were doing and submit an electronic STR/SCR from the Main TDAS Web page. Make sure that the report is as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

### **Why am I getting Java errors?**

First, make sure that a recent version of Netscape is running. ManTech recommends using Netscape Communicator V4.x.

Second, the user may get a Java error if they do not wait for the Web page to finish loading before they click on a button to continue. Make sure that to wait until each page finishes loading before continuing to the next page. On the DD 61 Form, this includes waiting for the Java applet that contains the complement data to load completely.

**What should I do if I click on the “Back” button (either on the Web page or on the Netscape toolbar), and my data is not on the form?**

The cache is not large enough. To increase the sizes of the caches in Netscape Communicator V4.x, click on “Preferences” in the Edit drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that you are able to see the subcategories below it. Next, click on “Cache” (below “Advanced”). Increase the values for “Memory Cache” and “Disk Cache.” The following values have been used:

Memory Cache = 2048

Disk Cache = 8192

**How should Netscape be configured?**

Make sure that the size of the caches is large enough. Refer to the section above regarding the caches.

Make sure that the Web browser compares each page it loads to the one on the server each time it is loaded. This can be done in Netscape Communicator V4.x by clicking on “Preferences” in the Edit drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that the subcategories below it are visible. Next, click on “Cache” (below “Advanced”). Finally, select “Once per session” below “Document in cache is compared to document on network.”

Check to make sure that Java and JavaScript are enabled. This can be done in Netscape Communicator V4.x by clicking on “Preferences” in the Edit drop-down menu. Then, click on “Advanced” on the left side of the window. Select the “Enable Java” and “Enable JavaScript” options on the right side of the window.

Make sure that your Web browser “accepts all cookies.” You can do this in Netscape Communicator V4.x by clicking on “Preferences” in the Edit drop-down menu. Then, click on “Advanced” on the left side of the window. Select “Accept all cookies” on the right side of the window.

If the computer is located inside a firewall, there are other issues. Please contact the firewall administrator if there are connection or configuration problems.

**Whom should I contact for technical support?**

Document exactly what you were doing and submit an electronic STR/SCR from the Main TDAS Web page. Make sure that you are as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

## **APPENDIX B: GLOSSARY**

<b>ACTIVITY PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclature in this design activity.
<b>CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial and Government Entity code, identifying the design activity responsible for the equipment.
<b>COMPLEMENT DATA ITEM NAME</b>	The complement data item name. Note that “complement data” refers to the list of the major components that are part of the item/system being nomenclatured.
<b>COMPLEMENT DATA TYPE DESIGNATION</b>	The type designation for the complement data item.
<b>COMPLEMENT DATA CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the particular complement part of an end-item.
<b>COMPLEMENT DATA DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of a particular complement part of an end-item (the item nomenclatured).
<b>COMPLEMENT DATA PART NUMBER</b>	An alphanumeric string identifying the complement data part.
<b>COMPLEMENT DATA</b>	A list of the major components in the item/system (targeted for) being nomenclatured. Note that these listed items/systems are commonly nomenclatured also. Each component listed contains the following nine information fields: quantity, item name, CAGE code, part number, drawing number (if nomenclatured designation), type designation, NSN, Model Number, and SRN of item. This information is contained in Item #7 of Block #14 of the DD Form 61.
<b>CONTRACT OR ORDER NUMBER</b>	Number identifying the contract responsible for submitting a DD Form 61 to nomenclature the equipment.

<b>CONTRACTOR CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial and Government Entity code, identifying the contractor responsible for the equipment.
<b>CONTRACTOR DRAWING NUMBER</b>	The contractor's alphanumeric string identifying the drawing of the end item being nomenclatured.
<b>CONTRACTOR PART NUMBER</b>	The contractor's alphanumeric string identifying the nomenclatured equipment part.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end item being nomenclatured.
<b>DESIGN ACTIVITY DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end item being nomenclatured.
<b>DESIGN CAGE</b>	A code comprising five alphanumeric characters - the Commercial and Government Entity code, identifying the design activity responsible for the equipment.
<b>DESIGN PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclatured in this design activity.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>GOVERNMENT SPECIFICATION NUMBER</b>	A number that references the Government specification that was used as the basis for which the item was built.
<b>ITEM NAME</b>	A name published in the Federal Cataloging Handbook H6, or that name developed by the requester in accordance with MIL-STD-100 and DoD 4100.39-M, Volume 3, Chapter 2, that portion applicable to drawing titles. Item names used with type designation assignments will be consistent with policies of the Federal Cataloging Program. An item name is what the item is, not what it does.

<b>MANUFACTURER CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial and Government Entity code, identifying the manufacturer responsible for the equipment.
<b>MANUFACTURER DATA DRAWING NUMBER</b>	The manufacturer's alphanumeric string identifying the drawing of the end item being nomenclatured.
<b>MANUFACTURER PART NUMBER</b>	The manufacturer's alphanumeric string identifying the equipment part nomenclatured.
<b>NOMENCLATURE</b>	Refers to item name and type designation.
<b>PACKAGES</b>	A group of DD Form 61s for a particular configuration item and/or system, which consists of related sub-items and/or systems, that are being processed for type designation and nomenclature.
<b>SOURCE REQUEST NUMBER</b>	A serial number in a specific format that is computer-generated and approved by the Department Control Point. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or because of disapproval. Please refer to Section 6.0 for a description of the SRN format.
<b>TYPE DESIGNATION</b>	A combination of letters and numerals arranged in a specific sequence to provide a short, significant method of identification of equipment.

## **APPENDIX C: ACRONYMS**

<b>CAGE</b>	Commercial and Government Entity
<b>CALS</b>	Computer-aided Acquisition and Logistics Support
<b>CDRL</b>	Contract Data Requirements List
<b>DCP</b>	Department Control Point
<b>DoD</b>	Department of Defense
<b>DoDCP</b>	Department of Defense Control Point
<b>DND</b>	Department of National Defense
<b>DLIS</b>	Defense Logistics Information System
<b>DoD</b>	Department of Defense
<b>FLIS</b>	Federal Logistics Information System
<b>FSC</b>	Federal Supply Class
<b>IDE</b>	Integrated Data Environment
<b>MIL-STD</b>	Military Standard
<b>NIIN</b>	National Item Identification Number
<b>NSN</b>	National Stock Number
<b>RDMS</b>	Relational Database Management System
<b>SRN</b>	Source Request Number (see Section 6.0 for more details)
<b>SRP</b>	Submitter Review Point
<b>SCR</b>	Software Change Report
<b>STR</b>	Software Trouble Report
<b>TDAS</b>	Type Designation Automated System